









*Willard B. Riehm*

THE LAWS

OF

Hamilton College.



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# LAWS OF HAMILTON COLLEGE.

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## CHAPTER I.

### OF THE GOVERNMENT OF THE COLLEGE.

§ 1. The Government of the College is vested in the President, Professors and Tutors, and is styled the Faculty of the College.

§ 2. A regular meeting of the Faculty is held on Thursday morning of each week. The President at his discretion, has authority to appoint a special meeting. All matters to be referred to the Faculty, shall be brought before such meetings, and be determined by the major part of the members present.

## CHAPTER II.

### OF ADMISSION INTO COLLEGE.

§ 1. No person shall be admitted to the Freshman Class, until he has completed his fourteenth year; nor to an advanced standing, without a proportionate increase of age. The terms for admission into this Class, will be found from time to time on the College Catalogue.

§ 2. No candidate for advanced standing shall be received, unless he shall be found qualified in the studies pursued by the class which he proposes to join, or in branches equivalent thereto. No one shall be admitted to the Senior Class after the close of the Winter Vacation.

§ 3. The under-graduate Students are divided into four classes. The first year, they shall be called Freshmen; the second, Sophomores; the third, Juniors, and the fourth, Seniors.

### CHAPTER III.

#### OF DAILY ATTENDANCE IN THE CHAPEL, AND UPON PUBLIC WORSHIP.

§ 1. Every under-graduate is required to attend morning and evening prayers, unless he can render a reasonable excuse for his absence.

§ 2. Every Student is required to attend public worship in the chapel, on the Sabbath, unless excused in compliance with a *written* request from his parent or guardian, for one of the following reasons;

1st. That he lives in or near the town of Kirkland, and is therefore expected to spend the Sabbath with his friends at home.

2d. That he is connected with some other denomination than that of the College Church, and desires to attend its place of worship in the village of Clinton.

3d. That his services are desired in teaching a Bible Class, or Sabbath School Class, at such hours as preclude attendance at the College Chapel.

§ 4th. Whenever such an application shall be made, a letter shall be addressed to the parent or guardian of the Student, stating the arrangements of the College authorities in regard to public worship, and the general undesirableness of making exceptions to the usual rule, unless there be cogent reasons for the same.

## CHAPTER IV.

## OF THE COLLEGE EXAMINATIONS.

§ 1. There are four regular examinations during the year; one at the close of each term, and a final examination for the Seniors during the eighth week of the third term. Each examination embraces the studies of the term during which it is held, except the examination at the close of the Senior year, which includes the studies of the entire year.

§ 2. Each Student is required to pass all the examinations, and unless excused by a special vote of the Faculty, is expected to be prepared on every portion of the studies embraced in the examination of the class to which he belongs. All *text books* are excluded from the examination room, except those necessarily used by the Student while under examination. The order of examination as to persons, is determined by lot, to be publicly drawn in the examination room.

§ 3. *Delinquents* at any regular examination, having been excused from attending the same, are assigned a separate session for their examination on the delinquent studies, immediately previous to the next regular examination.

§ 4. Any delinquent in actual attendance, who fails without assigning a reason, to attend delinquent examination, shall be charged ten marks on the record, and his examination shall be marked on the merit roll as a failure.

§ 5. No Student shall be dismissed from College without a certificate from the Registrar, that he has passed his examinations, unless by a special vote of the

Faculty, and a certificate from the Treasurer that his College bills are paid, or satisfactorily secured.

## CHAPTER V.

### OF THE MERIT ROLL.

In estimating the scholarship of the Students, and determining their standing in their respective classes, the following rules are observed :

1st. The numerical value of each recitation is estimated by a Scale, on which 10 stands for a perfect recitation, 9 for one nearly perfect, and so on down to a cypher which expresses an entire failure.

2d. The sum of the figures thus given to each Student for the year, divided by the number of exercises, gives his average standing for the year. In making the average, absences which are unexcused, enter into the divisor, and thus lower the standing of the Student. The result is recorded on the College books. The sum of all the Credits given to any Student during the College course, divided by the whole number of exercises, expresses his final College standing.

3d. Certain exercises are regarded as having more weight than a single recitation. These are as follows :

1. Declamation in chapel is equivalent to ten Recitations.

2. A Class Composition or Debate is equivalent to five Recitations.

3. A Chapel Composition is equivalent to ten Recitations.

4. A Report of a Sermon is equivalent to two Recitations.



5. A Chapel Oration is equivalent to fifteen Recitations.

In case of Chapel Compositions and Essays, where the Student has performed all the exercises assigned to him for any year, his regularity shall be counted as ten additional Recitations. Any delinquency in Chapel Compositions or Orations, whether excused or not, shall be regarded on the Merit Roll as a failure, without a special vote of the Faculty to the contrary. An appointment as Prize Speaker shall be equivalent to twenty Recitations, marked ten each. Performance at Junior Exhibition is equivalent to thirty Recitations. Each examination in any study, is regarded as equal to ten Recitations.

5. Work done in competition for any one of the College Prizes shall be equivalent to twenty Recitations, unless its numerical value falls below eight, in which case no estimate shall be placed on record.

5th. At the close of the Senior year of each class, a graduated scale of College standing is given out, according to which the class is divided into three divisions, as follows :

All whose standing is seven and a half or above, belong to the first class, and are regarded as of the first grade of scholarship. All who come up to five, but are below seven and a half, constitute the second class, and belong to the second grade of scholarship. All below five belong to the third class, and are of the third grade of scholarship.

Those belonging to the first two divisions, are expected to take part in the exercises of commencement day. The third class is excluded from participating in those exercises.

6th. Upon the standing thus made up, a system of College honors is based. All in the second division, shall receive an appointment for Commencement day, termed a Dissertation, and shall be arranged, as far as may be, alphabetically in their divisions.

Those in the first division, with the exceptions hereinafter stated, shall receive appointments termed Disputes, High Orations, Orations, and the two latter shall be arranged alphabetically.

From those holding the highest rank in the first division, the Faculty may in their discretion, select a certain number, who shall receive appointments termed Honors. These appointments shall be regarded as equal in rank, with the exception of the Valedictory and Salutatory, which shall be considered as the first and second appointments, and shall be given to the first and second scholars in the class. In order to recognize peculiar excellence in any of the departments of College instruction, an honorary appointment may be designated by the name of such department.

Those receiving honorary appointments will be placed at the close of divisions in alphabetical order.

These appointments shall be announced to the class in the fifth week of the third term of the Senior year, *subject to change*, if by taking into account the studies of the remainder of the third term of such year, the standing of the Student should on the whole, fall below or rise above the grade previously assigned to him.

7th. When the Student has no delinquent examinations, he can call upon the Registrar for his *division standing* for any College year, at the commencement of the succeeding year. His *numerical standing* will be given

to him at the close of the third term of Senior year. No Student is recommended for a degree, whose final examination falls below the number *four*.

## CHAPTER VI.

### OF THE PUBLIC EXHIBITIONS, AND OF GRADUATING.

The Public Exhibitions of the College are regulated by the following rules :

1st. Those who take part in these exhibitions are permitted to speak on such subjects as they may choose for themselves, with the advice and direction of the Professor of Rhetoric,

2d. No Student is permitted to appear in any public exhibition of his class, until after his exercise has been examined and approved by the Professor of Rhetoric.

3d. No Student is permitted to alter his exercise after it has been examined, or in any way to deviate from the corrections which have been made. A breach of this rule, if it occur at commencement, may be punished by withholding the diploma of graduation.

4th. The names of the speakers on *Commencement* day, shall be arranged on the principle heretofore indicated, in divisions of four. At *Junior Exhibition*, the names of the class shall be arranged alphabetically in divisions of like number, as far as may be, and a Committee of the Faculty shall be appointed to estimate and report the merit of the different speakers.

5th. No Student is permitted to take part in the exercises of Commencement day, who does not spend the third term of Senior year in College, and make his preparation here.



7th. To entitle a student to be graduated he must have spent two terms of Senior year in College, and have passed the final examination. He must also have paid his dues to the College Treasurer, and be personally present unless excused.

## CHAPTER VII.

### OF VACATIONS, AND OF ABSENCE FROM COLLEGE.

§ 1. There are three vacations each year. The length of these vacations will be found upon the yearly Catalogue.

§ 2. No under-graduate shall be allowed to remain in the College, during any of the vacations, without permission.

§ 3. Upon the expiration of any vacation, the Students are expected to réassemble at College. Absentees are required to give reasonable excuses for their delay.

§ 4. When a Student returns to College during the *progress of the term*, he is expected to report himself at once to the President or Class Officer. He is regarded from the time of his return, as in actual attendance, and as liable to be charged as other Students are. Nor can such Student omit to attend any one of the exercises without special permission.

§ 5. When a Student applies *in advance* to any College officer, for leave to be absent from any exercise, he will, if excused at all, be excused *conditionally*: that is, the Faculty may order the excuse to be canceled, if there appears to be good reason why such a course should be taken.



§ 6. When an excuse is offered for past absences, it must be presented in writing, and signed by the applicant, and must state fully and precisely, on what day, and in what week of the term, the absence occurred, from what exercises, and for what reason. The Student will also be expected to state with particularity, such circumstances as may tend to show the validity of the excuse. If this regulation be not observed, or there be good reason to believe that the excuse alleged is unfounded in fact, the proper charge will be made without further notice.

§ 7. The excuses should be handed to the Class Officer, on Tuesday of the College week in which the delinquency took place, or on the succeeding Tuesday. If a Student is in attendance, and does not present his excuse within the time above allowed, it cannot be offered afterwards.

§ 8. When a Student is absent from recitation, and has been excused, his absence shall be entered upon the merit roll as a failure, unless the omitted exercise be redeemed *within two weeks* after his return to College duties. The time may, for good reasons, be enlarged by a special vote of the Faculty. The delinquent will be expected to recite the omitted exercise, on the Monday next after the preparation is made, at such an hour as may be convenient to the officer who hears the recitation. When the Student is ready to recite such exercise, he must communicate that fact to the teacher, without waiting to be called upon.

§ 9. Four members only of any Society can be excused from College duties, to attend as delegates at Society meetings held at other places.

## CHAPTER VIII.

## OF THE LOCATION OF STUDENTS AND DAMAGES TO ROOMS, &amp;C.

§ 1. On the last week of the third term, there shall be a general choice of rooms, under the direction of the Locating Officer. This choice shall be made in the order of the several classes, beginning with the Senior. The right of choice is determined by lot, and Students are required to draw lots in pairs.

§ 2. To all Students who enter College after this general choice, rooms shall be assigned by the Locating Officer.

§ 3. After rooms have once been chosen and assigned, there shall be no changes without the consent of the Locating Officer.

§ 4. The rooms are subject at all times, to be visited by any member of the Faculty, and may be entered by him at discretion.

§ 7. Whenever any damage is committed in any private room, the same shall be repaired at the expense of the occupants, unless they shall show good reasons why they should not be held responsible.

## CHAPTER IX.

## OF THE PAYMENT OF BILLS.

It is provided by a resolution of the Board of Trustees :

1. That no student shall be permitted to enter on a second, or any succeeding term, until he shall have paid, or secured to the satisfaction of the Treasurer, the fees of the preceding Term.

2. That no Student can have an honorable dismissal from this College, or certificate of his previous attendance in it, until all his bills are paid or satisfactorily secured.

3. That in extreme cases, a Student whose circumstances render it necessary, and who shall present satisfactory testimonials of that fact to the Executive Committee, if he is a worthy member of College and his undergraduate course is completed in this Institution, can have his bills for tuition remitted. The application must be made in writing to the President at the opening of the term, and if approved by him, will be presented with the testimonials to the Executive Committee for their action.

## CHAPTER X.

### OF THE LIBRARY.

§ 1. It shall be the duty of the Librarian to take good care of all the books and other property belonging to the Library ; to keep a full and accurate catalogue of the same ; to attend at the Library room at least twice in each week, during College terms, for receiving and loaning books ; to register the titles of all books drawn and the name of the borrower ; to report at the close of each term, to the Treasurer, a list of all fines incurred by a violation of the regulations of the Library ; to carefully examine the whole Library at the close of every Collegiate year ; and to present to the Board of Trustees or their Committee, a report in writing of the results of such examination.

§ 2. The Library shall be open for the delivery and

return of books, on Tuesday and Friday of each week, during College terms, from 12 to 1 o'clock.

§ 3. The Trustees, Faculty, Graduates and Under-graduates of the College, shall be entitled to the use of the Library without expense.

§ 4. No Book shall be taken from the Library of the College without the knowledge and presence of the Librarian; and no person except an officer of College, shall have more than three volumes out at one time.

§ 5. No person except an officer of College, shall retain a book longer than three weeks, and no book can be renewed to any graduate or under-graduate, unless it be brought to the Library,

§ 6. All books drawn by graduates and under-graduates, must be returned to the Library on the Friday preceding the close of the Fall and Winter terms; and all books whatsoever annually, on or before the Saturday preceding commencement.

§ 7. Every Student who detains a book from the Library, contrary to the above rules, shall be subject to a fine of five cents for every week's detention.

§ 8. If any book borrowed from the Library, be injured or lost, the Librarian shall make report of it to the Treasurer, who shall oblige the borrower to replace it with one of equal value, and if such volume be part of a set, the borrower shall be obliged to replace the whole set; and until this be done, he shall not be allowed to borrow any other book.

§ 9. The Librarian shall have power to designate and retain in the Library, such books and articles of value, as in his opinion ought not be loaned.



## CHAPTER XII.

## OF DELINQUENCIES AND EXCUSES—OF OFFENCES AND THEIR PUNISHMENTS.

1st. OF DELINQUENCIES.—A. Where a Student fails to attend to his College duties, without a satisfactory excuse, he receives Marks upon the College record.,

B. The way in which these Marks may be incurred, is as follows :

Absence from Recitation, Prayers, or from any Rhetorical exercise, or miscellaneous reading in the same,

is marked . . . . . 2

Tardiness at any such exercise, is marked . . . . . 1

Absence from room in the hours of study, is marked . . . . . 2

Failure in Recitation, is marked . . . . . 1

Failure in Debate, Composition or Declamation, is marked . . . . . 4

Absence from public worship on the Sabbath, or reading in the same, is marked . . . . . 5

In all cases where it is practicable, the excuse must be rendered before the delinquency occurs. The following excuses are in no case received :

Failure to hear the bell.

Distance from College.

Company, whether from out of town or not, unless by a special vote of the Faculty.

Time occupied in preparing for another College exercise.

C. Each officer shall retain in his own hands, his account of delinquencies for one week, and after they have been reported and entered upon the College record, they

shall not be removed except by a special vote of the Faculty.

D. When the marks thus incurred by the Student, and entered on the record, amount to ten, he shall be notified by his Class Officer. When they amount to twenty, he shall be subject to a warning, and shall be called before the Faculty to show cause why it should not be given. Notice of every warning shall be transmitted to the parent or guardian. Successive warnings shall be given for every subsequent accumulation of ten marks during the same term. Where less than twenty marks are incurred in any one term, ten are removed at the close of the term, and the balance go into the account for the succeeding term.

E. Whenever a Student becomes habitually irregular, and appears not to be securing the objects of his connection with the College, though it be in consequence of sickness or other causes usually received as excuses, notice of the same shall be communicated to the parent or guardian by letter, and if the Faculty are convinced that such excuses have been frivolous or feigned, they may require such parent to withdraw the Student from College. The same course may be taken, when in any case it appears that it is no longer useful for the Student to remain in College, or that his example has become injurious to his fellow Students, even though he be not guilty of any acts punishable by suspension.

F. On the day of the State election, Thanksgiving day, Feb. 22d, and 4th of July, the duties of the College are suspended, and the classes excused from their ordinary exercises. After these legal holidays, the morning recitation, (but not the morning prayers,) of the following day shall be omitted. After special holi-

days granted by the Faculty, the usual exercises of the following morning will be held.

2d. OF OFFENCES.—The Students in this Institution, are expected to manifest in speech and action, all proper respect and obedience to the Government of the College; a gentlemanly deportment toward each other; and in all their conduct, a practical compliance with the dictates of morality and the laws of the land.

§ 1. In addition to these general rules the following things are particularly prohibited.

1. The keeping or using fire arms or gunpowder; kindling fires in the College yard or near the College buildings, and use of fire-works of every kind.

2. The use of ardent spirits, and intoxication from any cause.

3. Injury to College buildings or fences.

4. Improper deportment towards citizens and injury to their property.

5. Boarding in any place where a bar is kept.

6. The circulation of burlesque schemes or handbills at any of the public exhibitions of the College.

7. And in general, any violation of the rules of good order and propriety, whether in the hours of study or not, may be charged with marks or warnings, as may accord with the judgment of the Faculty.

8. Ordinary absences from College duties, without excuse, are charged on the College record, as before stated. But absence by *concert* or *combination with others*, is deemed a College offence, and punishable by a warning or warnings, as the case may be.

§ 2. The penalties consequent on a non-compliance with the rules of the College, are a series of warnings, five in number, preparatory to the separation of the offender from College—his separation taking place on the giving of the sixth.

§ 3. For offences requiring more than a single warning, the offender may be placed on any part of the scale, or dismissed at once, if the nature of the offence require it.

§ 4. Every warning is accompanied with a letter to the parent or guardian.

§ 5. Unexceptionable deportment and regularity during one term, remove one warning from the record.

§ 6. No person who has five warnings standing against him on the College books, is entitled to a dismissal of any kind ; if he have a less number than five, he may have a dismissal, but not an honorable one.

§ 7. After a Student has been suspended from College, he may after the lapse of one term, unless a shorter period is fixed, apply for reëdmission, whereupon the Faculty may in their discretion, receive him or not. Satisfactory testimonials as to scholarship and conduct during the time of suspension, will be required, and the number of marks fixed, which shall still remain on the College books.

§ 8. All damage done to property, must be paid for by him who commits it, if known ; and for wilful damage, a fine of twice the amount shall be assessed in addition. If not known, it may be assessed upon the whole body of Students.





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